

**MINUTES**  
**MOBILE MANUFACTURED HOME ADVISORY COUNCIL**  
**DECEMBER 7, 2016**

The Mobile Manufactured Home Advisory Council convened on Wednesday, December 7, 2016 at 10:06 a.m. at the State Office Building, 165 Capitol Avenue, Hartford, Connecticut, Room 117.

Members Present:	Bennett Pudlin Jennifer Ponte (via telephone) Leonard Campbell Myriam Clarkson  Keith Jensen Marcia L. Stemm James Flynn  Al Hricz	Attorney at Law, Acting Chairperson Department of Housing  Town Planner Mobile Manufactured Home Industry Representative Mobile Home Park Owner, Co-Chairperson Mobile Home Park Owner Mobile Home Park Tenant or Representative of Such Tenant Senior Citizen
Members Absent:	Arthur Mazeau  Nancy E. Dickal  Joseph B. Castonguay George Cote Mark Berkowitz	Mobile Home Park Tenant or Representative of Such Tenant Mobile Home Park Tenant or Representative of Such Tenant CT Real Estate Commission Member Banking Industry Representative Mobile Home Park Owner
Member Vacancy:	Ct. Housing Finance Authority Representative	
DCP Council Staff:	Karen Layman, Advisory Council Secretary	
Others Present:	Theodore Doolittle, Director, Occupational and Professional Trades Enforcement Unit Jerry Padula, DCP Staff Attorney Janita Hamel, DCP, Supervisor Raphael Podolsky, Connecticut Legal Services Nancy Palmisano, Connecticut Manufactured Housing Association Norbert Deslauriers, CHFA	

Note: The administrative functions of the Boards, Commissions and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information contact Richard M. Hurlburt, Director at (860) 713-6135 or Fax: (860) 706-1255.

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## **MINUTES OF PREVIOUS MEETINGS:**

The Council voted unanimously to approve the draft minutes of October 19, 2016 as written. (AH, KJ)

## **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:**

None

## **REPORT FROM SUB-COMMITTEES:**

### **LEGISLATIVE COMMITTEE:**

#### **1. Pending Mobile Home Park Regulations**

The Council requested that Attorney Jerry Padula check on the status and report back to the Council at the March 15, 2017 meeting.

### **FINANCE COMMITTEE:**

#### **1. CHFA Programs**

##### **Individual Mobile Home Purchase Program**

Norbert Deslauriers, CHFA Managing Director of Homeownership, appeared at the request of Bennett Pudlin and provided the Council with an update on CHFA's individual mobile home purchase program. The Council noted that, although there are currently buyers utilizing this program, they would like to see this program more widely publicized so that more buyers can take advantage of it.

##### **Park Purchase Program**

Mr. Deslauriers provided an update on the status of the Mobile Home Park Purchase Program. Attorney Pudlin reported that the Council has agreed to draft a document directing resident associations to the proper contact upon the closing of a park as soon as possible so that residents are informed of this option with sufficient time to act on it. Bennett Pudlin and Rafael Podolsky will draft this document and have it ready for review at the March 15, 2017 Council meeting.

#### **2. Continued discussion regarding the publicizing of potential availability of infrastructure upgrade funding**

Financing options such as CDBG (Community Development Block Grant) and STEAP (Small Town Economic Assistance Programs) may be available to assist parks with funding for large infrastructure projects and it would benefit park owners to receive notifications of such funding as it becomes available. Discussion took place regarding the most efficient way to relay notices of availability of funding to park owners who may be interested in applying for these funds.

**EDUCATION COMMITTEE:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**1. State Representative Betty Boukus**

The Council noted the passing of State Representative Betty Boukus and acknowledged her many contributions to residents of the State of Connecticut, in particular, her support for mobile manufactured homes in Connecticut.

**CORRESPONDENCE:**

**1. Letter from Theodore Doolittle, DCP to Bennett Pudlin, Mobile Manufactured Home Advisory Council, dated November 10, 2016**

This letter is in response to the Council's interest, as expressed at the October 19, 2016 Council meeting, in getting more information regarding the Department's practices concerning inspection for the marking of lot boundaries at mobile home parks. (See "DCP Occupational Enforcement Unit", Item No. 3)

**DCP OCCUPATIONAL ENFORCEMENT UNIT:**

**1. The Council will review the complaint report submitted by the DCP Occupational Enforcement Unit, including open, closed, and dismissed cases**

The Council reviewed the complaint report, which had been tabled from the October 19, 2016 meeting, and stated that they would like to see complaint reports be more informative. The Council requested a complaint report and inspection report at least twice a year.

**2. The Council will review the inspection report submitted by DCP Occupational Enforcement Unit  
(See above)**

**3. Continued discussion on the demarcation of lot boundaries within parks**

The Council reviewed a letter dated November 10, 2016 (See "Correspondence") on this topic and thanked the Department for providing this clarification for park owners who are concerned about recent correspondence in relation to unmarked lot boundaries they had received from the Department after the completion of recent inspections.

The Council noted that the letter was shared with those in attendance at the Connecticut Manufactured Housing Association Annual Meeting (CMHA) on November 10, 2016, and

that the letter helped owners to understand what steps are required of them to be in compliance with marking of the boundaries.

**COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:**

None

There being no further business, the meeting adjourned at 11:43 a.m.

Respectfully submitted,

Karen Layman  
Advisory Council Secretary

**2017 MEETING SCHEDULE:**

- **March 15, 2017**
- **June 21, 2017**
- **September 20, 2017**
- **December 12, 2017**

**All meetings will take place at 450 Columbus Boulevard, Hartford, CT, 06103 at 10:00 a.m.**